

Aldreme

FINANCIAL ACCOUNTING SOFTWARE
USER'S MANUAL
VERSION 1.1



AUTHOR

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PREFACE

PURPOSE: This User's Manual contains information and instruction that will help the users in the operation of Aldreme Financial Accounting Software (Version 1.0)

APPLICATION FEATURES:

- Save time with efficient Bookkeeping work essentials.
- Check for common accounting errors.
- Increase the security of your company's data with password option, and let user's change their own password.
- Helps you get to your information faster, it simplifies everyday tasks so you get the right work done.
- Run reports or export to Excel for further analysis
- Run in a Multi user environment for 20 users or more
- Control users access on particular menus
- Easy to install

Aldreme Financial Accounting Software is one-of-a-kind accounting software for its capabilities and its content. This software contains the essential needs of various business establishment to use for making a good management decision. Get up to speed with generating accounting reports such as Journal Entry, Trial Balance, Income Statement, Balance Sheet, Working Paper, General Ledger and Subsidiary Ledger.

Aldreme Financial Accounting Software is the most recommended software by Certified Public Accountant for office use of different business establishment. It's simple, yet workable.



SYSTEM REQUIREMENT

Aldreme Financial Accounting Software has the following minimum system requirements:

- **Processor** Pentium class
- **RAM** 64 MB (recommended: 128 MB or higher)
- **Available Hard Disk Space** 115 MB
- **Video** 800 x 600, 256 colors (recommended: High Color 16-bit)
- **Operating System** Windows 98, Microsoft Windows 2000, Windows NT 4.0, Windows Me, Later



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EASY INSTALLATION AND DEINSTALLATION

Aldreme Financial Accounting Software is an easy to install accounting software. To install you only need to download and extract AFAS, that's all. There are no changes to the Windows registry and it's not necessary to edit any configuration files.

1. When you purchase Aldreme Financial Accounting Software and successfully downloaded AFAS.EXE file.
2. Double click on the AFAS.EXE and uncompress the file in the other directory file folder.
3. Create shortcut for the program:
 - Right click on the aldreme.exe
 - Choose Send To
 - Choose Desktop (create shortcut)
 - Rename the shortcut. (e.g. AFAS_CompanyName)
4. For Multiple Companies:
 - Copy the folder according to the number of companies using the program. Rename each folder (e.g. AFAS_Company1, AFAS_Company2, ...).
 - Create a distinct shortcut of "aldreme.exe" for each company folder (See Procedure No. 3). Rename each shortcut (e.g. AFAS_Company1, AFAS_Company2, ...).
5. For Multi User Environment:
 - Share the folder where the program was extracted.
 - a. If you have a various company. Select the folder of the company(s) you want to share.
 - Mapped to the sharing terminal or workstation. Refer to Windows Help on how to mapped a shared folder.
6. Load the program by clicking on the created desktop "shortcuts".

NOTE:

If you decide that Aldreme Financial Accounting Software (AFAS) isn't needed any more just delete the directory and it's completely removed from your system.



A. ADMINISTRATION MENU

A.1 How to Login

Every time you open up the application from the start menu or by simply double clicking the application icon on the Desktop. A Log-in Form (see Figure A.1) will appear. Select your name as a system user from the drop-down list. Enter your password then click OK button to have access to the program. Every user requires a password to avoid unauthorized access and changes to the database.

The screenshot shows a 'Login' dialog box. On the left side, there is a small portrait of a young child. To the right of the photo are several input fields: a 'Name' dropdown menu with 'BERNABE' selected, a 'Password' text box, a 'Hint' text box, a 'Title' text box containing 'SOFTWARE DEVELOPER', and a 'User Level' text box containing 'SOFTWARE DEVELOPER'. Below these fields is a large empty text area. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Figure A.1 The Login Form

NOTE:

On opening the program for the first time. Select the Default Employee Name "ALDREME". The default password is "aldreme".

After successfully login. We recommend that you should change the name of the default employee, and its password.



A.2 Change Password Form

How to access this form?

1. Click **Administration** from the Menu bar.
2. Select **Change Password** from the Drop-down list menu (see Figure A.2)

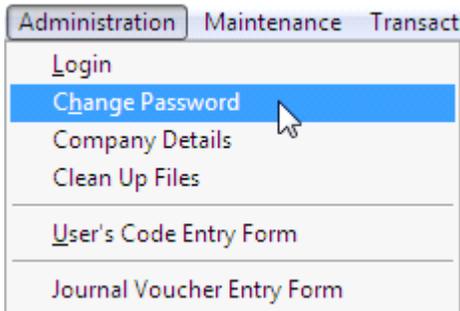


Figure A.2 Accessing Change Password Form from the Menu bar.

Steps on how to change your old password.

1. Type the old password.
2. Type your new password.
3. Type it again to Confirm new password textbox.
4. Click **OK** button to change, or click **Cancel** button to exit.

Note: If you type correctly your old password. The new password textbox and confirm new password textbox will be **enabled**.

The image shows a dialog box titled 'Change Password'. It contains four text input fields: 'User Name' (with the value 'AMY BERNABE'), 'Old Password', 'New Password', and 'Confirm New Password'. The 'New Password' and 'Confirm New Password' fields are highlighted in cyan, indicating they are enabled. To the right of the fields are two buttons: 'OK' and 'Cancel'.

Figure A.3 The Change Password Form.



A.3 Company Details Entry Form

[How to access this form?](#)

1. Click **Administration** from the Menu bar.
2. Select **Company Details** from the Drop-down list menu (see Figure A.4)

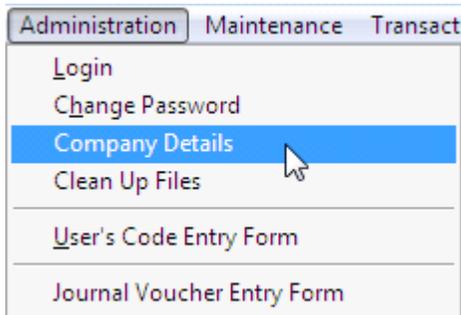


Figure A.4 Accessing Company Details Entry Form from the Menu bar.

Steps on how to change company details.

1. Type new company name.
2. Type company address.
3. Type TIN number of the company.
4. Click **OK** button to save change, or click **Cancel** button to exit.

Company Name	COMPANY NAME
Company Address	STA. CRUZ MANILA
Tin Number	0121-145-101-00

OK Cancel

Figure A.5 The Company Details Entry Form.



A.4 Clean up files

[How to access this form?](#)

1. Click **Administration** from the Menu bar.
2. Select **Clean up files** from the Drop-down list menu (see Figure A.6)

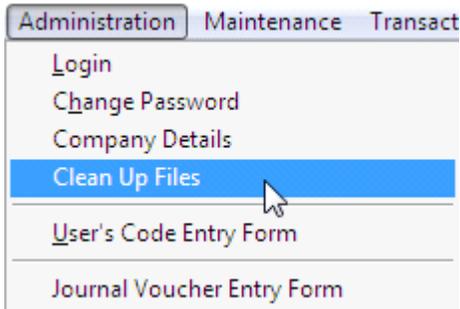


Figure A.6 Accessing Clean up files Form from the Menu bar.

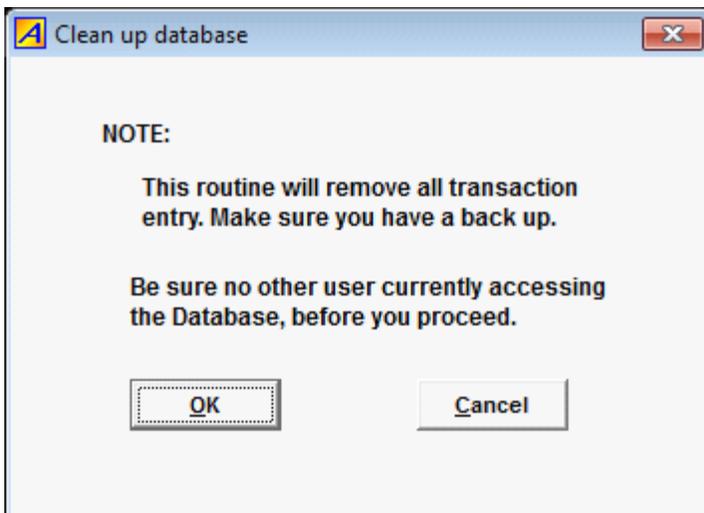


Figure A.7 The Clean up database form.



A.5 User's Code Entry Form

Required Field for User's Code Entry Form (see Figure A.9)

- Employee ID
- Last Name
- User Group

[How to access this form?](#)

1. Click **Administration** from the Menu bar.
2. Select **User's Code Entry Form** from the Drop-down list menu (see Figure A.8)

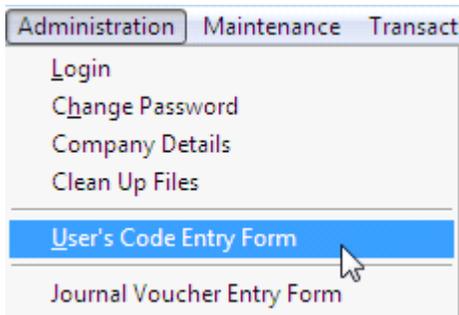


Figure A.8 Accessing User's Code Entry Form from the Menu bar.

Figure A.9 The User's Code Entry Form.



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EMP. ID/NO	Identifies the unique number for the user.
LAST NAME	Identifies the Last Name of the user.
FIRST NAME	Identifies the First Name of the user.
TITLE	Identifies the Title or position of the user.
GROUP	Identifies the Group work of the user. <ul style="list-style-type: none">❖ Accounting Manager❖ Accounting Analyst❖ Accounting Officer❖ Data Encoder <p>Group field will give user a full or limited access to the Menu bars and reports.</p>

NOTE:

If new user/s were added their default password is "aldreme". Allow users to change and set their own password.



A.6 Journal Voucher

Required Field for Journal Voucher Form (see Figure A.11)

- Journal Voucher Number
- Journal Voucher Date
- Journal Entry Type

[How to access this form?](#)

1. Click **Administration** from the Menu bar.
2. Select **Journal Voucher Entry Form** from the Drop-down list menu (see Figure A.10)

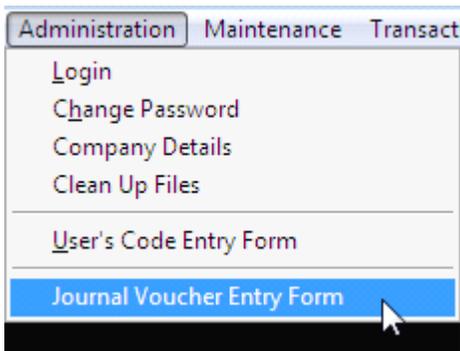


Figure A.10 Accessing Journal Voucher Entry Form from the Menu bar.

[See Journal Entry Modification...](#)



B. MAINTENANCE MENU

B.1 Tax Code Entry

Required Field for Tax Code Entry Form. (see Figure B.2)

- Tax Code
- Tax Description

[How to access this form?](#)

1. Click **Maintenance** from the Menu bar.
2. Select **Tax Code** from the Drop-down list menu (see Figure B.1)

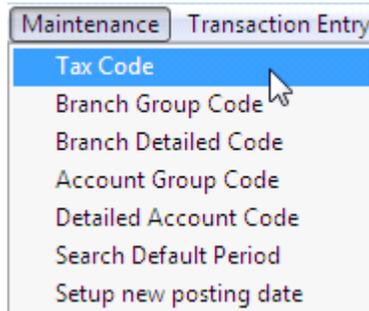


Figure B.1 Accessing Tax Code Entry Form from the Menu bar.

Close Open New Save Delete Help

Tax Code

Tax Code

Tax Description

Tax Rate %

Figure B.2 The Tax Code Entry Form.



B.2 Chart of Account Modification

Group Account Code Preparation

Group account code created doesn't appear on the selection list of account for journal entries. Detailed account is the one appears for selection.

Note: Please use group account code which is divisible by 1,000.

Account Group Code

Required Field for Account Group Code (see Figure B.4)

- Account Group Code
- Classification Code
- Account Group Name

[How to access this form?](#)

1. Click **Maintenance** from the Menu bar.
2. Select **Account Group Code** from the Drop-down list menu (see Figure B.3)

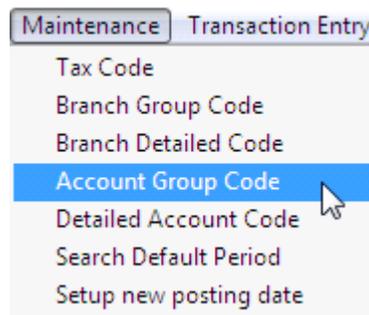
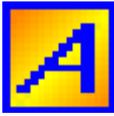


Figure B.3 Accessing Account Group Code Entry Form from the Menu bar.



The screenshot shows a window titled "Account Group Code" with a standard Windows-style title bar (minimize, maximize, close buttons) and a toolbar containing icons for "Close", "Open", "New", "Save", "Delete", and "Help". The main area of the window contains four input fields stacked vertically:

- Group Code**: A text input field.
- Class Code**: A text input field with a magnifying glass icon to its right.
- Classification**: A text input field that is highlighted in cyan.
- Group Name**: A text input field.

Figure B.4 Account Group Code Entry Form.

1. Type group code you wish to create. We recommend that use a numeric character type and divisible by 1,000.
2. On the classification code, you can click the [Find](#) button to have a selection form list to appear. Select for the corresponding classification on what account you want to create.
3. Type group account name or description.
4. Click save in the tool bar menu.

Detailed Account Code Preparation

Detailed account code created will be used for journal entries.

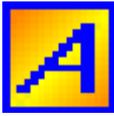
Note: Please use an account code equals to **Group code + 1**

eg. If Group code is 01000, you may use 01001, 01002, 01003, ... for detailed account code to be uniform.

Detailed Account Code

Required Field for Detailed Account Code (see Figure B.6)

- Account Group Code
- Detailed Account Code
- Detailed Account Name



How to access this form?

1. Click **Maintenance** from the Menu bar.
2. Select **Detailed Account Code** from the Drop-down list menu (see Figure B.5)

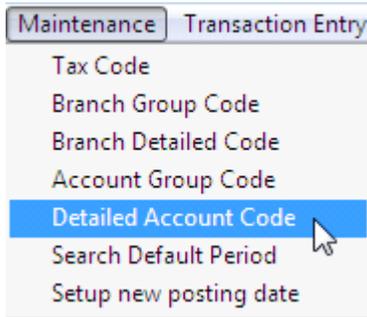


Figure B.5 Accessing Detailed Account Code Entry Form from the Menu bar.

The image shows a window titled 'Detailed Account Code Entry Form'. At the top is a toolbar with icons for Close, Open, New, Save, Delete, and Help. The form contains the following fields:

- Group Code: with a Find button (magnifying glass icon).
- Group Name: (highlighted in cyan).
- Classification: (highlighted in cyan).
- Tax Code: with a Find button (magnifying glass icon).
- Tax Description: (highlighted in cyan).
- Account Code:
- Account Name:

NOTE:
Use [92000] for Withholding Tax on Payables
Use [93000] for Tax on Sales

Figure B.6 Detailed Account Code Entry Form.

1. On group code you can click the **Find** button to have the selection form list for Group Account Code to appear. Select for the group account code. If you know the code of the group account just type.



2. If you were preparing for Withholding Tax Account
 - ❖ *On the tax code, you can click the [Find](#) button to have a selection form list for Withholding Tax Code to appear. Select for the tax code.*
3. Type Account Code
 - ❖ *Please use an account code equals to group code + 1*
4. Type Account name or description.
5. Click Save in the tool bar menu.

Sample Chart of Accounts			
Group Accounts		Detailed Accounts	
Code	Account Name	Code	Account Name
01000	Cash in Bank	01001	Cash in Bank - Banco de Oro
		01002	Cash in Bank - Metrobank
		01003	Cash in Bank - PNB
02000	Accounts Receivable	02001	Accounts Receivable - Trade
		02002	Accounts Receivable - Non-Trade
03000	Advances	03001	Advances - Mr. Lee
		03002	Advances - Mr. Bernabe
		03003	Advances - Employees
		03004	Advances - Others

Predefined Accounts Code could not be deleted but you can edit its description.

Predefined Account Code as follows:		
<i>Group Account Code</i>		
	<i>Code</i>	<i>Group Account Name</i>
	90000	Merchandise Inventory
	91000	Retained Earnings
	92000	Withholding Taxes on Payables
	93000	Withholding Taxes on Sales
<i>Detailed Account Code</i>		
	<i>Code</i>	<i>Detailed Account Name</i>
	90001	Merchandise Inventory
	91001	Retained Earnings
	92001	Withholding Taxes on Payables
	93001	Withholding Taxes on Sales

NOTE:

Withholding Tax on Payables can be use on Journal Entries for Accounts Payable Voucher, Check Voucher and Debit Memos while **Withholding Tax on Sales** is for Sales Invoice, Official Receipts and Credit Memos only.



B.3 Branch Code Modification

Branch Group Code Preparation

Branch group code created doesn't appear on the list of branch for journal entries. Branch detailed code is the one appears for selection.

Note: Please use branch group code which is divisible by 1,000.

Branch Group Code

Required Field for Branch Group Code (see Figure B.8)

- Branch Code
- Branch Name

[How to access this form?](#)

3. Click **Maintenance** from the Menu bar.
4. Select **Branch Group Code** from the Drop-down list menu (see Figure B.7)

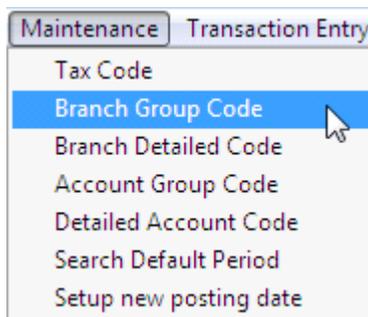


Figure B.7 Accessing Branch Group Code Entry Form from the Menu bar.



The screenshot shows a window titled "Branch Group Code" with a close button in the top right corner. Below the title bar is a toolbar with six icons: Close, Open, New, Save, Delete, and Help. The main content area of the window contains two input fields. The first field is labeled "Branch Code" and is a small rectangular box. The second field is labeled "Branch Name" and is a larger rectangular box.

Figure B.8 Branch Group Code Entry Form.

1. Type branch group code you wish to create. We recommend that use a numeric character type and divisible by 1,000.
2. Type branch group name or description.
3. Click save in the tool bar menu.

Branch Detailed Code Preparation

Branch detailed code created is to be used for journal entries.

Note: Please use branch detailed code equals to **Group code + 1**

Eg. Branch group code is 01000, use 01001, 01002, 01003,...
for detailed branch code to be uniform.

Branch Detailed Code

Required Field for Branch Detailed Code (see Figure B.10)

- Branch Group Code
- Branch Detailed Code
- Branch Detailed Name



How to access this form?

1. Click **Maintenance** from the Menu bar.
2. Select **Branch Detailed Code** from the Drop-down list menu (see Figure B.9)

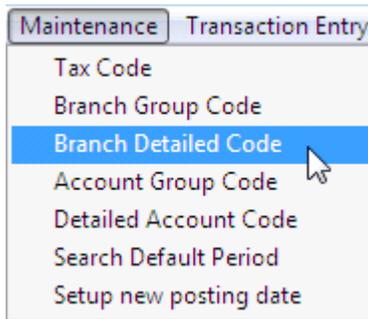


Figure B.9 Accessing Branch Detailed Code Entry Form from the Menu bar.

The image shows a window titled 'Branch Detailed Code' with a toolbar at the top containing icons for Close, Open, New, Save, Delete, and Help. The form contains the following fields:

- Group Code: A text input field with a magnifying glass icon to its right.
- Group Name: A text input field with a cyan highlight.
- Branch Code: A text input field.
- Branch Name: A text input field.

Figure B.10 Branch Detailed Code Entry Form.

1. On group code you can click the **Find** button to have the selection form list for Group Branch Code to appear. Select for the group branch code.
2. Type Branch Code
 - ❖ Please use a branch code equals to group branch code + 1
3. Type Branch name or description.
4. Click Save in the tool bar menu.



Sample Branch Code			
Branch Group Code		Branch Detailed Code	
Code	Branch Group Name	Code	Branch Detailed Name
01000	Robinson	01001	Robinson - Ermita
		01002	Robinson - Pampanga
		01003	Robinson - Angeles
02000	Super Malls	02001	SM Manila
		02002	SM Quiapo

NOTE:

Predefined Branch Code could not be deleted but you can edit its description.

Predefined Branch Code as follows:

Predefined Branch Code as follows:		
<i>Group Branch Code</i>		
	<i>Code</i>	<i>Group Branch Name</i>
	99000	Head Office
<i>Detailed Branch Code</i>		
	<i>Code</i>	<i>Detailed Branch Name</i>
	99001	Head Office

You can create a group branch code and detailed branch code in so many ways. Please create an appropriate grouping of branch on your company for effective and efficient reporting to the management.

For a company without Branch, just use Head Office for journal entries...



B.4 Search default period

[How to access this form?](#)

1. Click **Maintenance** from the Menu bar.
2. Select **Search default period** from the Drop-down list menu (see Figure B.11)

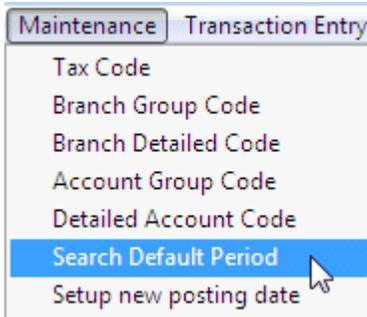


Figure B.11 Accessing Search Default Period Entry Form from the Menu bar.

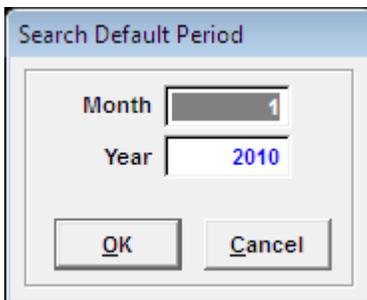


Figure B.12 Search Default Period Entry Form.



B.5 Setting up new posting date

[How to access this form?](#)

1. Click **Maintenance** from the Menu bar.
2. Select **Setup new posting date** from the Drop-down list menu (see Figure B.13)

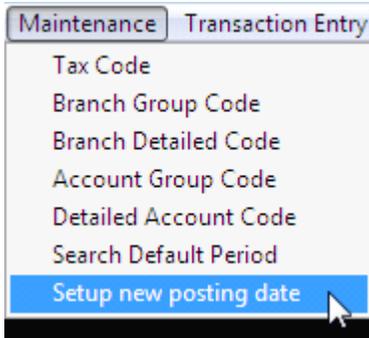


Figure B.13 Accessing Setup new posting date entry form from the Menu bar.

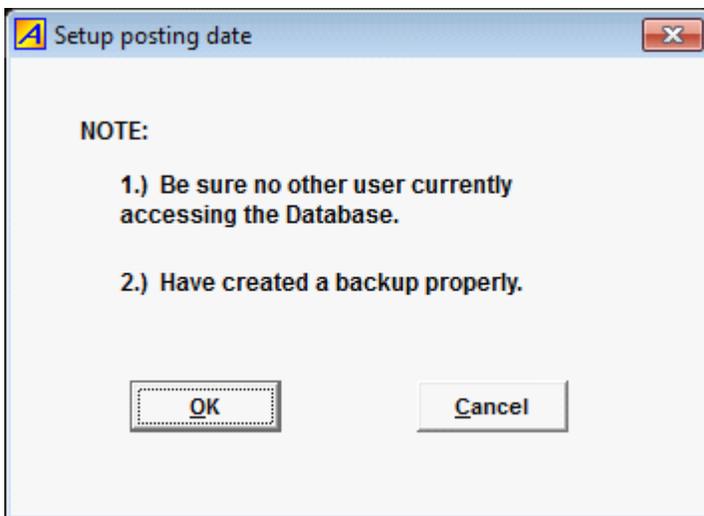


Figure B.14 Setup new posting date form.

1) Setting up posting date for the first time

1. Access the form as described above.
2. Click **OK** button and a new window will appear. See figure B.15

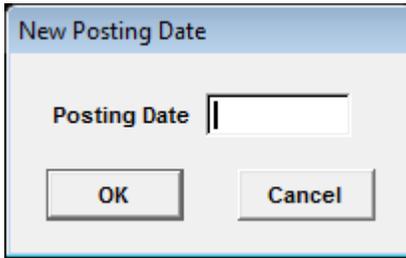


Figure B.15 Posting Date Textbox Window.

3. Type the year you want to create as an initial year.
4. Click **OK** button to create/set.
5. A message will appear "New posting date successfully set for the first time".

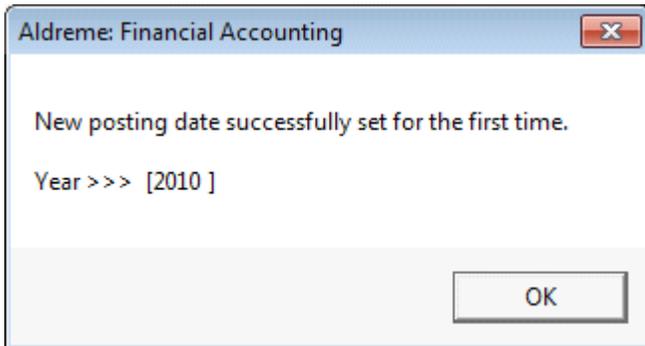


Figure B.16 Posting Date confirmation message set for the first time.

2) Subsequent creation of posting date

Click **OK** button in set up new posting date form and a message will appear "Posting Date successfully set".

Posting date was automatically created. It was generated by the latest posting date + one.

e.g. Latest posting date was year [2010]

When you set up for a new posting date. A new posting date will be year [2011]...

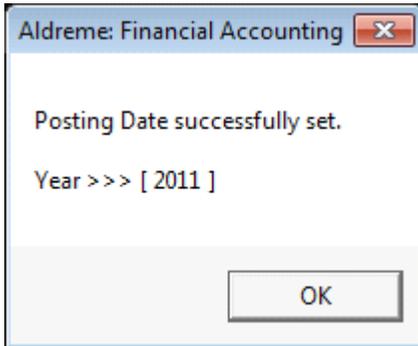


Figure B.17 Posting Date set up confirmation message.

NOTE:

When you have created three or more posting dates, you can only enter transactions for the two latest posting dates.



C. TRANSACTION ENTRY MENU

C.1 Customers Code

Required Field for Customers Code Entry Form. (see Figure C.2)

- Customers Code
- Customers Name

[How to access this form?](#)

3. Click **Transaction Entry** from the Menu bar.
4. Select **Customers Code** from the Drop-down list menu (see Figure C.1)

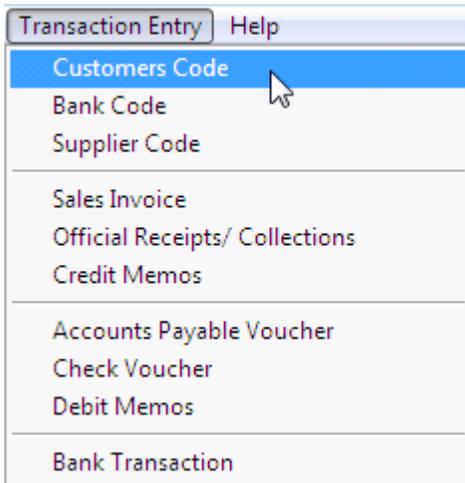


Figure C.1 Accessing Customers Code Entry Form from the Menu bar.



Close Open New Save Delete Help

Customer Code

Customer Code

Customer Name

TIN Number

Figure C.2 The Customers Code Entry Form.



C.2 Bank Code

Required Field for Bank Code Entry Form(see Figure C.4)

- Bank Code
- Bank Name

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Bank Code** from the Drop-down list menu (see Figure C.3)

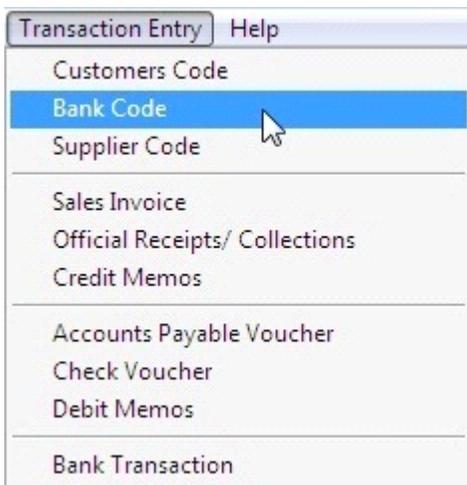


Figure C.3 Accessing Bank Code Entry Form from the Menu bar.

Figure C.4 The Bank Code Entry Form.



C.3 Supplier Code

Required Field for Supplier Code (see Figure C.6)

- Supplier Code
- Supplier Name

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Supplier Code** from the Drop-down list menu (see Figure C.5)

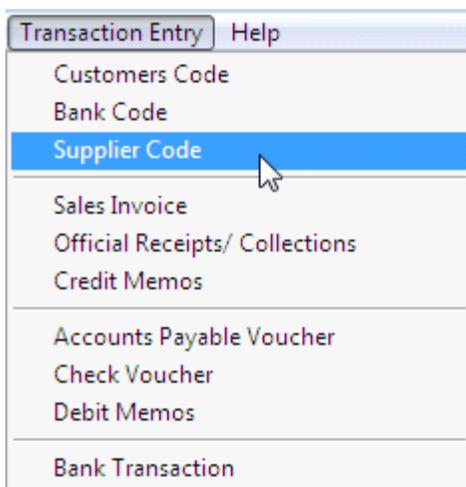


Figure C.5 Accessing Supplier Code Entry Form from the Menu bar.

Supplier Code

Supplier Name

TIN Number

Figure C.6 Supplier Code Entry Form.



C.4 Sales Invoice

Required Field for Sales Invoice Entry Form (see Figure C.8)

- Sales Invoice Number
- Sales Invoice Date
- Gross Amount
- Customers Code

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Sales Invoice** from the Drop-down list menu (see Figure C.7)

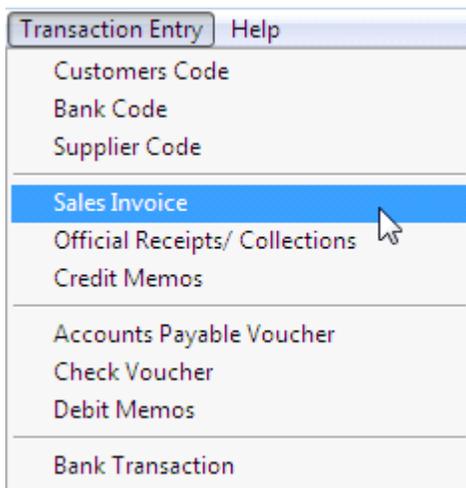


Figure C.7 Accessing Sales Invoice Entry Form from the Menu bar.

[See Journal Entry Modification...](#)



C.5 Official Receipts/ Collection

Required Field for Official Receipt Form (see Figure C.10)

- Official Receipt Number
- Official Receipt Date
- Customers Code

How to access this form?

1. Click **Transaction Entry** from the Menu bar.
2. Select **Official Receipts/ Collections** from the Drop-down list menu (see Figure C.9)

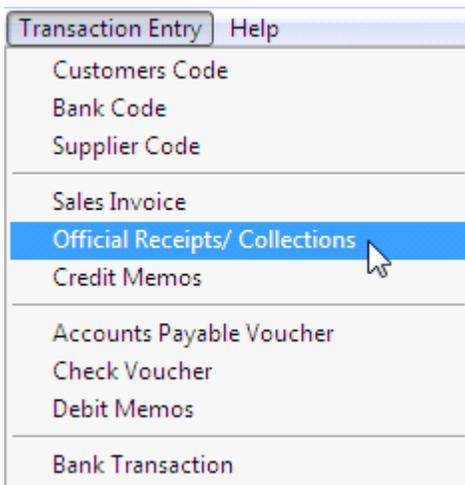
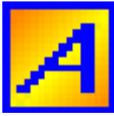


Figure C.9 Accessing Official Receipts Entry Form from the Menu bar.

See [Journal Entry Modification and Application of Collection...](#)



FINANCIAL ACCOUNTING SOFTWARE
USER'S MANUAL
VERSION 1.1

Close Open New Save Delete Help Journal Receipts

Official Receipts/ Collections

OR Number
OR Date
OR Amount

Customer Code
Customer Name
Remarks

Collection Application

SI Number	SI Date	SI Amount	Applied Amount
Totals			0.00

A. Code	Account Name	Br Code	Branch Name	Debit	Credit
Totals				0.00	0.00

Figure C.10 The Official Receipt/ Collection Entry Form.

OR Number	Identifies Official Receipt number
OR Date	Identifies collection date
OR Amount	Identifies collected amount
Customer Code	Identifies customer whom collection will applied
Remarks	A brief description on the collection entry. This will be printed in journal entry and ledger reports.



C.6 Credit Memos

Required Field for Credit Memo Entry Form (see Figure C.12)

- Reference Number
- CM Date
- CM Amount
- Customers Code

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Credit Memos** from the Drop-down list menu (see Figure C.11)

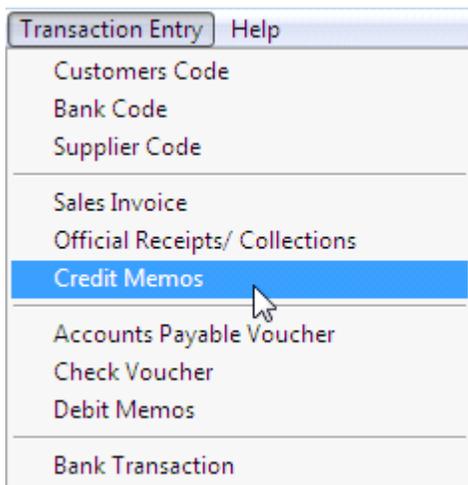
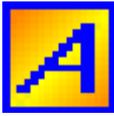


Figure C.11 Accessing Credit Memos Entry Form from the Menu bar.

[See Journal Entry Modification and Credit Memo Amount Application/ Application of Collection ...](#)



FINANCIAL ACCOUNTING SOFTWARE
USER'S MANUAL
VERSION 1.1

Close Open New Save Delete Help Journal Receipts

Credit Memo

Reference # <input style="width: 80%;" type="text"/> C M Date <input style="width: 80%;" type="text" value="//"/> C M Amount <input style="width: 80%;" type="text"/>	Customer Code <input style="width: 40%;" type="text"/> <input style="width: 5%; text-align: center;"/> 🔍 Customer Name <input style="width: 95%; background-color: cyan;" type="text"/> Remarks <input style="width: 95%;" type="text"/>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Credit Memo application			
SI Number	SI Date	SI Amount	Applied Amount
Totals			0.00

A. Code	Account Name	Br Code	Branch Name	Debit	Credit
Totals				0.00	0.00

Figure C.12 The Credit Memos Entry Form.

Reference Number	A unique number for the transaction entry made.
CM Date	Identifies Credit Memo date
CM Amount	Identifies Credit Memo amount
Customer Code	Identifies customer for this Credit Memo will applied.
Remarks	A brief description with regards to the credit memo. This will be printed in journal entry and ledger reports.



C.7 Accounts Payable Voucher

Required Field for Accounts Payable Voucher Form (see Figure C.14)

- Voucher Number
- Voucher Date
- Amount Due
- Supplier Code

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Accounts Payable Voucher** from the Drop-down list menu (see Figure C.13)

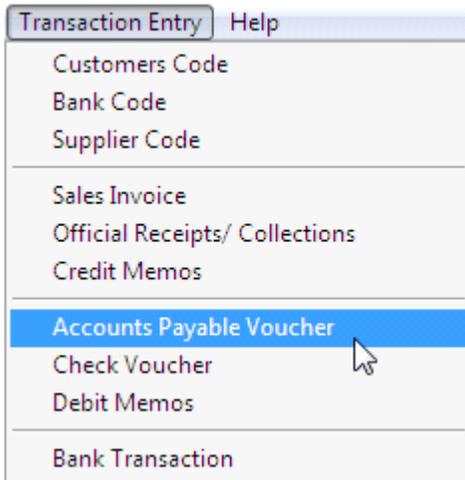


Figure C.13 Accessing Accounts Payable Voucher Form from the Menu bar.

[See Journal Entry Modification...](#)



FINANCIAL ACCOUNTING SOFTWARE
USER'S MANUAL
VERSION 1.1

Close Open New Save Delete Help Journal

Accounts Payable Voucher

<p>Voucher Number <input type="text"/></p> <p>Voucher Date <input type="text" value="//"/></p> <p>Amount Due <input type="text"/></p> <p>Delivery Receipt No. <input type="text"/></p> <p>Sales Invoice No. <input type="text"/></p> <p>PO Number <input type="text"/></p> <p>Explanation <input type="text"/></p>	<p>Supplier Code <input type="text"/> <input type="button" value="🔍"/></p> <p>Supplier Name <input type="text" value=""/></p> <p>Particulars</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

A. Code	Account Name	Br Code	Branch Name	Debit	Credit
Totals				0.00	0.00

Figure C.14 The Accounts Payable Voucher Form.

Voucher Number	Identifies Voucher number
Voucher Date	Identifies Voucher date
Amount Due	Identifies Amount Due
Delivery Receipt No.	Identifies Supplier Delivery Receipt Number
Sales Invoice No.	Identifies Supplier Invoice Number
PO Number	Identifies Purchase Order Number
Supplier Code	Identifies supplier to whom purchase transaction was being made.
Particulars	A note to details the information of the transaction entry made. This will be printed on <i>Accounts Payable Voucher</i> report form.
Explanation	A brief description with regards to the accounts payable voucher. This will be printed in journal entry and ledger reports.



C.8 Check Voucher

Required Field for Check Voucher Form (see Figure C.16)

- Check Voucher Number
- Check Voucher Date
- Supplier Code
- Bank Code
- Check Amount
- Check Number

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Check Voucher** from the Drop-down list menu (see Figure C.15)

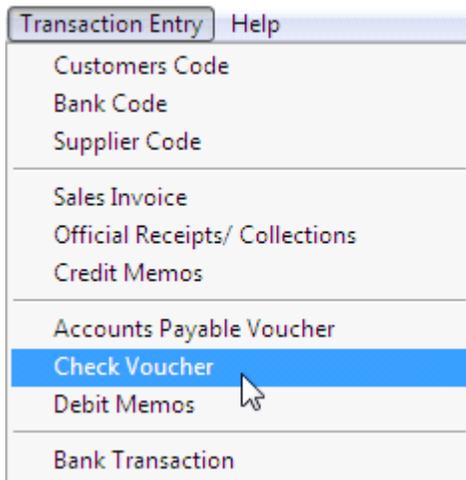


Figure C.15 Accessing Check Voucher Form from the Menu bar.

[See Journal Entry Modification and Payment Application...](#)

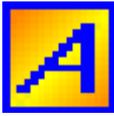


Figure C.16 The Check Voucher Form.

CV Number	Identifies Check Voucher number
CV Date	Identifies Check Voucher date
Supplier Code	Identifies supplier whom payment will be made
Bank Code	Identifies bank where cash payment will come from
Check Number	Identifies Check Number
Check Amount	Identifies Check Amount
Particulars	A note to details the information of the transaction entry made. This will be printed on <i>Check Voucher</i> report form.
Remarks	A brief description with regards to the Check Voucher. This will be printed in journal entry and ledger reports.

TIPS

Use Check Number for your Check Voucher Number for easy monitoring of check usage and issuances.



C.9 Debit Memos

Required Field for Debit Memo Entry Form (see Figure C.18)

- DM Number
- DM Date
- DM Amount
- Supplier Code

[How to access this form?](#)

3. Click **Transaction Entry** from the Menu bar.
4. Select **Debit Memos** from the Drop-down list menu (see Figure C.17)

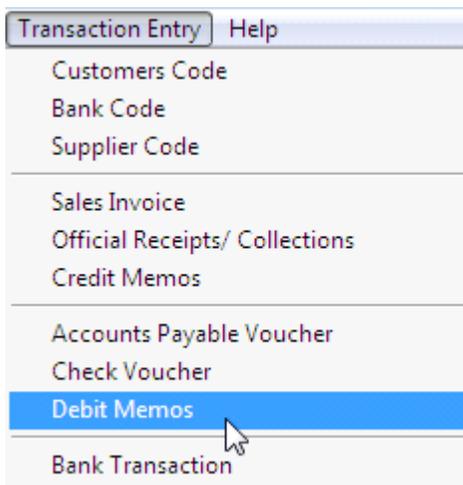


Figure C.17 Accessing Debit Memos Entry Form from the Menu bar.

See [Journal Entry Modification and Debit Memo Amount Application/ Payment Application...](#)



C.10 Bank Transaction

Required Field for Bank Transaction Entry Form (see Figure C.20)

- Reference Number
- Transaction Date
- Amount
- Bank Code

[How to access this form?](#)

1. Click **Transaction Entry** from the Menu bar.
2. Select **Bank Transaction** from the Drop-down list menu (see Figure C.19)

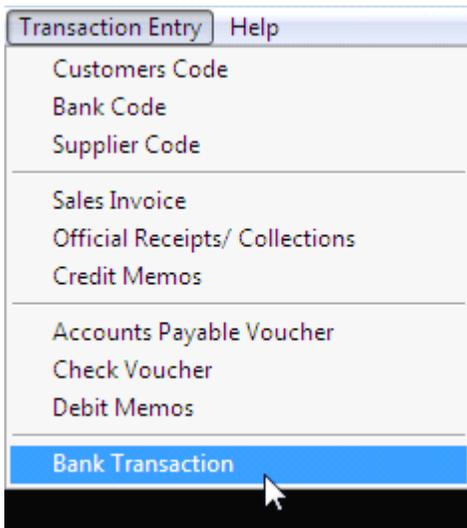


Figure C.19 Accessing Bank Transaction Entry Form from the Menu bar.

[See Journal Entry Modification...](#)



D. PRINT REPORT FORM

How to access print report form?

1. Click **File** from the Menu bar.
2. Select **Print Reports...** from the Drop-down list menu (see Figure 1.1)

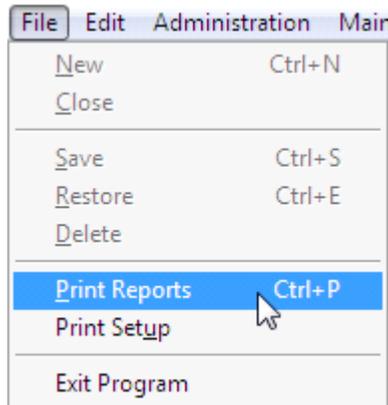


Figure D.1 Accessing Print Report Form from the Menu bar.

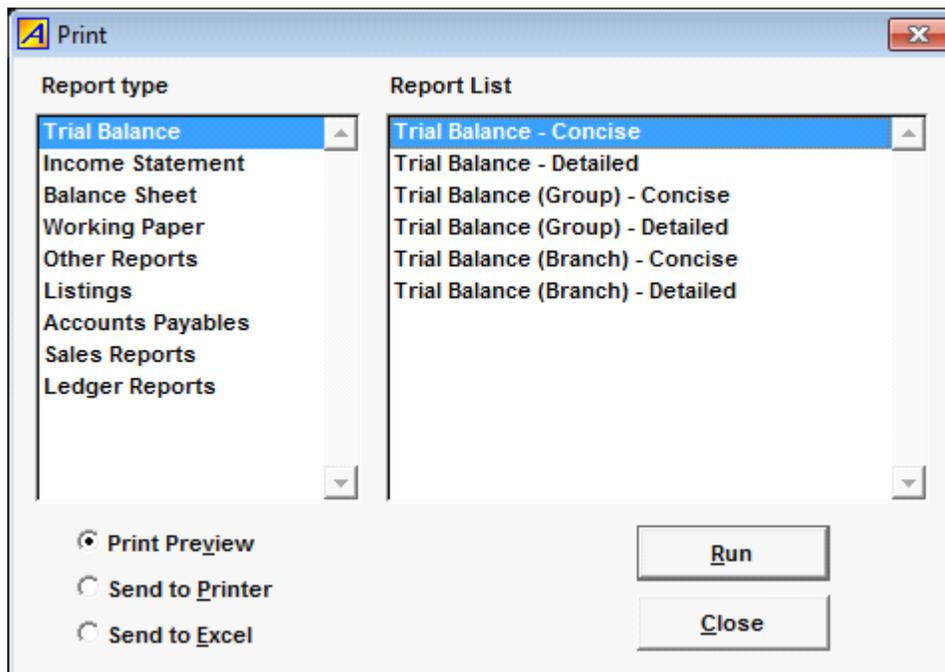


Figure D.2 The Print Report Form



Steps on how to print a report?

1. Select the report you want to print by clicking it.
2. Click **Run Button** to execute.
3. Complete the report parameter which appear
4. Click **OK Button** to print the report, or click **Close Button** to Exit.

Note: You can double click the report you want to print from the list to execute.

Printing options

- Click **Print Preview** option to print report on Screen.
- Click **Send to Printer** option to print report directly to the printer.
- Click **Send to Excel** option to convert report to Excel Format.

List of reports can be generated.

Trial Balance

- ❖ Trial Balance - Concise
- ❖ Trial Balance - Detailed
- ❖ Trial Balance (Group) - Concise
- ❖ Trial Balance (Group) - Detailed
- ❖ Trial Balance (Branch) - Concise
- ❖ Trial Balance (Branch) - Detailed

Income Statement

- ❖ Income Statement - Concise
- ❖ Income Statement - Detailed
- ❖ Income Statement (Group) - Concise
- ❖ Income Statement (Group) - Detailed
- ❖ Income Statement (Branch) - Concise
- ❖ Income Statement (Branch) - Detailed

Balance Sheet

- ❖ Balance Sheet - Concise
- ❖ Balance Sheet - Detailed
- ❖ Balance Sheet (Group) - Concise
- ❖ Balance Sheet (Group) - Detailed
- ❖ Balance Sheet (Branch) - Concise
- ❖ Balance Sheet (Branch) - Detailed



Working Paper

- ❖ Working Paper - Concise
- ❖ Working Paper - Detailed
- ❖ Working Paper (Group) - Concise
- ❖ Working Paper (Group) - Detailed
- ❖ Working Paper (Branch) - Concise
- ❖ Working Paper (Branch) - Detailed

NOTE:

Paper Size is Legal...

Listing Reports

- ❖ Tax Code Listing
- ❖ Account Code Listing – Group
- ❖ Account Code Listing - Detailed
- ❖ Branch Code Listing - Group
- ❖ Branch Code Listing - Detailed
- ❖ Customers Code Listing
- ❖ Bank Code Listing
- ❖ Supplier Code Listing

Accounts Payable

- ❖ Accounts Payable Voucher
- ❖ Check Voucher
- ❖ Debit Memos
- ❖ Check Voucher Listing
- ❖ Debit Memo – Listing
- ❖ Check information - By Bank
- ❖ Accounts Payable Voucher - in Detail
- ❖ Accounts Payable - Voucher Payable
- ❖ Accounts Payable - Supplier
- ❖ Transaction Listing - By Supplier
- ❖ Accounts Payable per Supplier (Voucher)

Sales Reports

- ❖ Retail Sales Summary Report
- ❖ Sales Invoice Summary Report
- ❖ Official Receipts – Summary
- ❖ Credit Memo Summary
- ❖ Official Receipts – Listing
- ❖ Credit Memo – Listing
- ❖ Accounts Receivable - Invoice
- ❖ Accounts Receivable - Customer
- ❖ Transaction Listing By Customer



- ❖ Bank Transaction - Listing
- ❖ Accounts Receivable per Customer (Invoice)

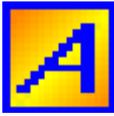
Ledger Reports

- ❖ General Ledger
- ❖ General Ledger by Group
- ❖ General Ledger by Branch
- ❖ Subsidiary Ledger
- ❖ Subsidiary Ledger by Group
- ❖ Subsidiary Ledger by Branch

Other Reports

- ❖ Journal entry report
- ❖ Account Net Changes
- ❖ General Ledger in Detail - ALL
- ❖ Withholding Taxes on Sales
- ❖ Withholding Taxes on Payables
- ❖ Subsidiary Ledger with Supplier/ Customer Details

Note: Select reports which best suitable in your company.



E. REPORT PARAMETERS

Every time you generate a report, a report parameter must be filled up first.

Various report parameters and its uses.

The screenshot shows a dialog box titled "Report Parameters" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Date Range:". Below this label, there are three input fields: "Report Year" is a dropdown menu currently showing "2010"; "Date From" is a text box containing "//"; and "Date To" is a text box containing "//". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Figure E.1 Report parameter – Date Range

1) By default, the latest posting date will appear in the report year. It can be change by clicking on the down arrow, then select a report year from the drop-down list menu.

2) Type Dates on the Textbox next to Label "From" and "To".

NOTE:

- Date "From" must be less than or equal to Date "To"
- Year for Transaction Date "From" and "To" must be equal to Report Year
- Maximum Date Range was 31 days.

e.g. 1) Report year is **2009**

Date From >>> 01/01/**2009**

Date To >>> 01/31/**2009**

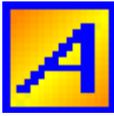
2) Report year is **2010**

Date From >>> 12/16/**2010**

Date To >>> 12/31/**2010**

3) Reports listed below use this report parameter.

- Trial Balance
- Income Statement
- Working Paper
- Journal Entry Report
- Withholding Taxes on Payables
- Withholding Taxes on Sales
- Account Net Changes



- Check Voucher Listing
- Check Information by Bank
- Debit Memo – Listing
- Retail Sales Summary Report
- Bank Transaction – Listing
- Credit Memo – Listing
- Official Receipts – Listing

As of Date

Reporting Year 2010

As of date >>> / /

OK Cancel

Figure E.2 Report parameter – As Of Date

1) By default, the latest posting date will appear in the report year. It can be change by clicking on the down arrow, then select a report year from the drop-down list menu.

2) Enter transaction cut-off date.

3) Reports listed below uses this report parameter.

- Balance Sheet
- Account Payable – Voucher Payable
- Accounts Payable – Supplier
- Accounts Receivable – Invoice
- Accounts Receivable - Customers



The screenshot shows a dialog box titled "Report Parameters". It has a standard Windows window title bar with a close button. Inside the dialog, there are several input fields: "Report Year" is a dropdown menu currently showing "2010"; "Date From" and "Date To" are text boxes containing double slashes "//"; "Acct Code" is a text box with a magnifying glass icon to its right; "Acct Name" is a text box that is highlighted in cyan. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Figure E.3 Report parameter – Date Range with Account Code option

For Dates, please refer to Report Parameter – Date Range

For Account Code Print specific account code entered in the text box
Account Code could be a group account code or
detailed account code.
If BLANK means ALL Account.

Report uses this report parameter

- General Ledger
- Subsidiary Ledger
- Subsidiary Ledger with Customer/ Supplier Details



Report Parameters

Report Year: 2010

Date From: //

Date To: //

Acct Code: []

Acct Name: []

Br Code: []

Br Name: []

OK Cancel

Figure E.4 Report parameter – Date Range with Account Code and Branch Code option.

For Dates, please refer to Report Parameter – Date Range

- | | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For Account Code | Print specific account code entered in the text box
Account Code could be a group account code or
detailed account code.
If BLANK means ALL Account. |
| For Branch Code | Print specific branch code entered in the text box
Branch Code could be a group branch code or
detailed branch code.
If BLANK means ALL Branch |

Report uses this report parameter

- General Ledger By Group
- General Ledger By Branch
- Subsidiary Ledger By Group
- Subsidiary Ledger By Branch



Report Parameters

Report Year: 2010

Date From: //

Date To: //

Acct Code: [Search Icon]

Acct Name: [Cyan Highlight]

OK Cancel

Figure E.5 Report parameter – Date Range with Group Account Code option.

- For Dates, please refer to Report Parameter – Date Range
- Group Account Code is required. If you live the Code BLANK, a “Nothing to print” message will appear.
- Report uses this report parameter
 - GENERAL LEDGER IN DETAIL – ALL

NOTE:

This report parameter is the same as that for General Ledger and Subsidiary Ledger. The difference is that account code is required while for GL/SL is not.

Report Parameters

Date Range:

Report Year: 2010

Date From: //

Date To: //

Supplier Code: [Search Icon]

Supplier Name: [Cyan Highlight]

OK Cancel

Figure E.6 Report parameter – Date Range with Supplier Code option.



- For Dates, please refer to Report Parameter – Date Range
- Supplier Code is required. If you live the Code BLANK, a “Nothing to print” message will appear.
- Report uses this report parameter
 - TRANSACTION LISTING BY SUPPLIER

Report Parameters

Reporting Year 2010

As of date >>> //

Supplier Code [Search Icon]

Supplier Name [Cyan Highlight]

OK Cancel

Figure E.7 Report parameter – As Of Date with Supplier Code option.

- For Date, please refer to Report Parameter – As Of Date
- Supplier Code is required. If you live the Code BLANK, a “Nothing to print” message will appear.
- Report uses this report parameter
 - ACCOUNTS PAYABLE PER SUPPLIER (VOUCHER)

Report Parameters

Number Range

From []

To []

OK Cancel

Figure E.8 Report parameter – Number Range.

1) Type Number on the Textbox next to Label “From” and “To”.

NOTE:

- Number “From” must be less than or equal to Number “To”
- Maximum Number Range was 50.



2) Reports listed below use this report parameter.

- Accounts Payable Voucher
- Check Voucher
- Debit Memos
- Accounts Payable Voucher in Detail
- Sales Invoice Summary Report
- Credit Memo Summary
- Official Receipts Summary

Report Parameters

Date Range:

Report Year: 2010

Date From: //

Date To: //

Customer Code: [Search Icon]

Customer Name: [Cyan Background]

OK Cancel

Figure E.9 Report parameter – Date Range with Customer Code option.

- For Dates, please refer to Report Parameter – Date Range
- Customer Code is required. If you live the Code BLANK, a “Nothing to print” message will appear.
- Report uses this report parameter
 - TRANSACTION LISTING BY CUSTOMER



Report Parameters

Reporting Year 2010

As of date >>> / /

Customer Code

Customer Name

OK Cancel

Figure E.10 Report parameter – As Of Date with Customer Code option.

- For Date, please refer to Report Parameter – As Of Date
- Customer Code is required. If you live the Code BLANK, a “Nothing to print” message will appear.
- Report uses this report parameter
 - ACCOUNTS RECEIVABLE PER CUSTOMER (INVOICE)



The screenshot shows a window titled "Journal entry". Inside, there are several input fields and buttons. The "Debit/Credit" field is a dropdown menu currently showing "Debit Entry". The "Account Code" and "Branch Code" fields are empty and have a magnifying glass icon to their right. The "Account Name" and "Branch Name" fields are highlighted in cyan. The "Amount" field contains the value "0.00". At the bottom of the window, there are three buttons: "Add", "Clear", and "Exit".

Figure F.3 Journal entry form

Entry	Click the down arrow, select whether your entry creating is debit or credit.
Account Code	If you know the account code, just type, or click on the Find Account Code Button to locate for the account code you want. Lookup window for Chart of Account will appear.
Branch Code	Branch or Section where in the transaction arises which is to be charged.
Amount	Value correspond to the entry you've created.

Note:

1. The entry you've made will appear onto the grid after clicking on the Add button.
2. Click **Clear** button to clear all data you've made and input a new.
3. Click **Exit** button if you've done making an entry.

F.2 DELETE JOURNAL ENTRY

1. On the grid object, select the entry you want to delete.
2. Click journal (down arrow) from the toolbar menu.
3. Click "Delete journal entry" from the drop-down list menu. (see Figure F.4)

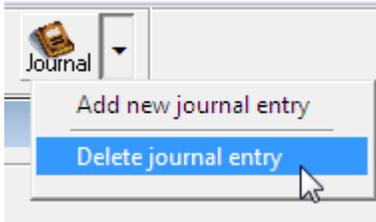


Figure F.4 Deleting existing journal entry

NOTE:

- Delete confirmation will appear (see Figure F.5). Click "Yes" button to permanently delete and "No" button to abandon deletion.
- If you do not select an entry from the grid object. The "Delete journal entry" option will be disabled.
- The entry you've deleted must be automatically removed from the grid.

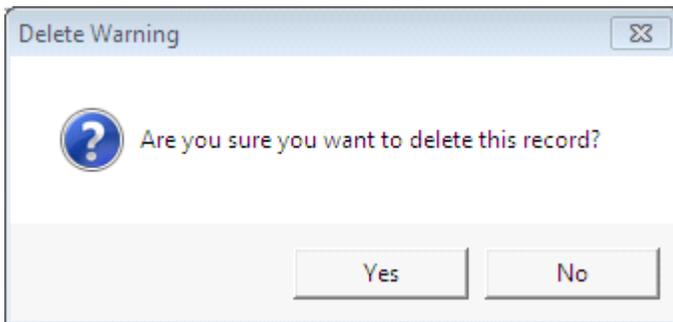


Figure F.5 Delete confirmation window



G. APPLICATION OF COLLECTIONS

Details of collection application made are displayed in the Grid object (Figure G.1). Every time you add an application entry, it will appear into the grid, or when you delete an existing application entry, it will be removed from the grid.

SI Number	SI Date	SI Amount	Applied Amount
Totals			0.00

Figure G.1 The grid object displays details of application made.

Note:

If you have many application entries, you can view by clicking on to the ScrollBar.

G.1 APPLY COLLECTION

1. Click Receipts (down arrow) from the toolbar menu.
2. Click Apply Collection from the drop-down list menu. (See figure G.2)

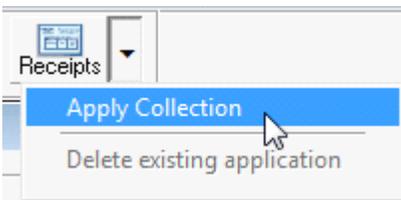
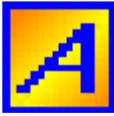


Figure G.2 Apply Collection

Note: An entry form will appear. Complete the data and click **Add** Button.



Collected Amount Application

Invoice Number

Date

Amount

Remarks

Current SI Balance

Applied Amount

Figure G.3 Collected amount application entry form.

1. If you know the SI Number where you going to apply collection, just type. If not, click [Find](#) button then select from the records displayed. When selected its details will be displayed, its current balance will be computed and displayed as well.
2. Enter applied amount.
3. Applied amount should not be greater than the current SI Balance.
4. Click [Add](#) button to apply.

NOTE:

- The entry you've made will appear onto the grid after clicking on the Add button.
- Click [Clear](#) button to clear all data you've made and input a new.
- Click [Exit](#) button if you've done making an entry.

G.2 DELETE EXISTING APPLICATION

1. On the grid object, select the entry you want to delete.
2. Click Receipts (down arrow) from the toolbar menu.
3. Click "Delete existing application " from the drop-down list menu. (see Figure G.4)

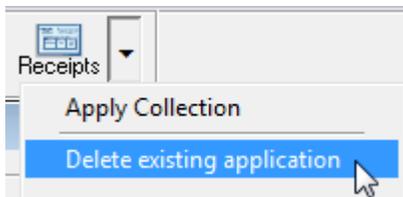


Figure G.4 Deleting existing application



NOTE:

- Delete confirmation will appear (see Figure G.5). Click "Yes" button to permanently delete and "No" button to abandon deletion.
- If you do not select an entry from the grid object. The "Delete existing collection" option will be disabled.
- The entry you've deleted must be automatically removed from the grid.

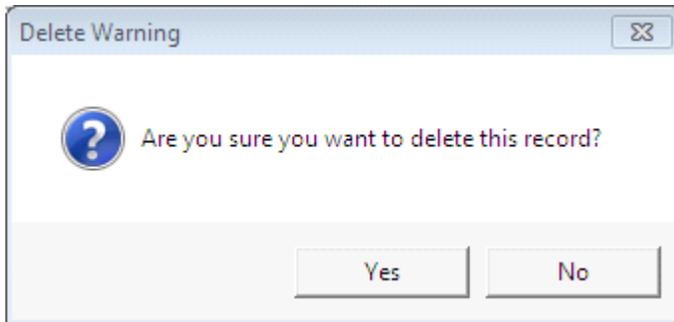


Figure G.5 Delete confirmation window



H. PAYMENT APPLICATION

Application of payment made is displayed in the Grid object (Figure H.1). Every time you add a payment application, it will appear into the grid, or when you delete an existing payment application entry, it will be removed from the grid.

Voucher Payable#	Date	Invoice Number	Applied Amount
Total Amount Applied			0.00

Figure H.1 The grid object displays application payment made.

Note: If you have many payment application entries, you can view by clicking on to the ScrollBar.

H.1 ADD NEW PAYMENT APPLICATION

1. Click Payment (down arrow) from the toolbar menu.
2. Click Add new payment application from the drop-down list menu. (See figure H.2)

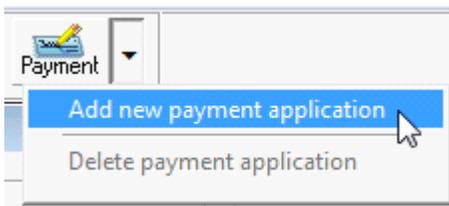


Figure H.2 Add new payment application

Note: An entry form will appear. Complete the data and click [Add](#) Button.



Find Voucher Payable Number

Voucher Number	<input type="text"/>	
Voucher Date	<input type="text"/>	
Voucher Amount	<input type="text" value="0.00"/>	
PO Number	<input type="text"/>	
Current Balance	<input type="text" value="0.00"/>	
Applied Amount	<input type="text" value="0.00"/>	

Figure H.3 Find voucher payable number

1. If you know the APV Number where you going to apply payment, just type. If not, click [Find](#) button then select from the records displayed. When selected its details will be displayed, its current balance will be computed and displayed as well.
2. Enter applied amount.
 - a. Applied amount should not be greater than the current APV Balance.
3. Click [Add](#) button to apply.

Note:

- The entry you've made will appear onto the grid after clicking on the [Add](#) button.
- Click [Clear](#) button to clear all data you've made and input a new.
- Click [Exit](#) button if you've done making an entry.

H.2 DELETE PAYMENT APPLICATION

1. On the grid object, select the entry you want to delete.
2. Click Payment (down arrow) from the toolbar menu.
3. Click "Delete payment application" from the drop-down list menu. (see Figure H.4)

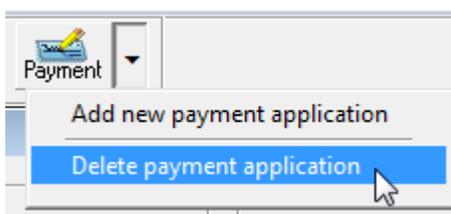




Figure H.4 Deleting existing payment application

Note:

- Delete confirmation will appear (see Figure H.5). Click "Yes" button to permanently delete and "No" button to abandon deletion.
- If you do not select an entry from the grid object. The "Delete payment application" option will be disabled.
- The entry you've deleted must be automatically removed from the grid.

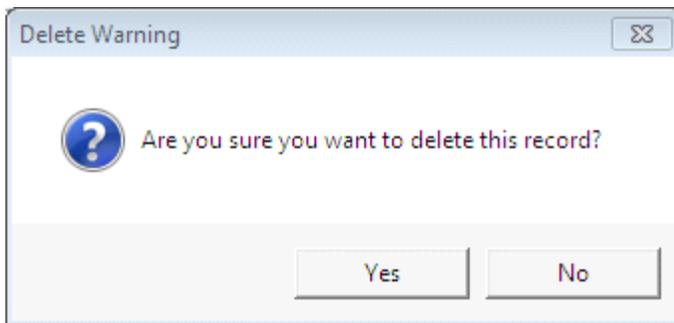


Figure H.5 Delete confirmation window



I. TOOLBARS AND OTHER FORMS

I.1 TOOLBAR MENU

The toolbar will give you easy access to the menu-bar commands you'll use most frequently. You will notice that when you move the mouse over the buttons they appear to raise themselves up from the toolbar. Toolbar menu which are always located at the left top side of the screen immediately below the menu bar.



Figure 1.1 Toolbar for Tax Code, Group Branch Code, Detailed Branch Code, Group Account Code, Detailed Account Code, Customer Code, Bank Code, Supplier Code and User's Code Entry Forms.

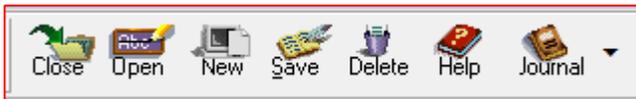


Figure 1.2 Toolbar for Sales Invoice, Accounts Payable Voucher, Bank Transaction and Journal Voucher.



Figure 1.3 Toolbar for Official Receipts/ Collection and Credit Memos.



Figure 1.4 Toolbar for Check Voucher and Debit Memos.



I.2 TOOLBAR AND ITS FUNCTION



Close

Close active window



Delete

Remove current record from the database permanently.



Open

Open existing record with Search Window.



Journal

Add or remove a journal entry.



New

Creates blank record where in you can enter new data.



Receipts

Add or remove collection details.



Save

Save current record into the database.



Payment

Add or remove payment application.



I.3 FIND BUTTON



Find button is usually found on the right side of a textbox. Use as if you don't know on what will you going to type in the textbox, you have an option to click on to the Find button, then select a record

from the *Search Form*.

I.4 SEARCH FORM

Search form are use to locate specific record or a transaction from the database.

Invoice No.	Date	Amount	Remarks
-------------	------	--------	---------

Figure I.5 Search Form for Journal Voucher, Sales Invoice, Official Receipts, Credit Memos, Accounts Payable Voucher, Check Voucher, Debit Memos and Bank Transaction.



T. Code	Tax Description
WC101	WITHOLDING TAX

Figure I.6 Search Form for Tax Code, Group Branch Code, Detailed Branch Code, Group Account Code, Detailed Account Code, Customers Code, Bank Code and Supplier Code

SEARCH PERIOD (Applies only on Figure I.5)

Search Default Period setted up in the maintenance menu will be the first period to be search in the database and displayed. Change its values then click the [Search](#) button to redisplay records which correspond to your new search period. Valid range for the month is from 1 to 12 which represents the 12 months, January to December. While for the Year valid value is a four digit numeric type.

CHANGING DISPLAY ORDER (Applies only on Figure I.6)

Rearrange the display sort order of the data in the grid list by clicking on the drop down arrow. Select preferred order of data listed by its Code, Name or Description.



FINDING TEXT

Click on to the **Find** button and a text window will appear (see figure I.7). Type text you've wanted to find then click **OK** button to search or click **Cancel** to discard search. Text will be search on individual record and stop searching every time find match. Click **Next** button to continue searching on the succeeding records. Search end when end-of-file message appeared. Click **OK** button to select the highlighted record from the grid list or click **Cancel** to exit.

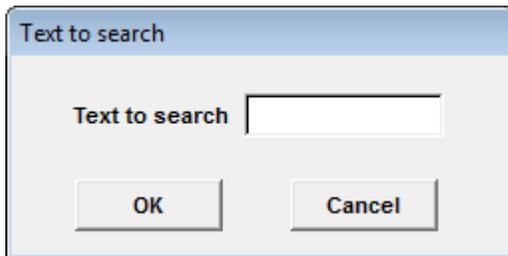


Figure I.7 Search text window

NOTE:

Double click record in the grid list also selects record.

DEFAULT COLUMNS

Default columns displayed in the Grid list.

Figure I.5

- Transaction Date
- Reference Number
- Amount
- Remarks

Figure I.6

- Assign Code
- Name or Description